



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PROPERTY & SALVAGE WORKER

Class No. 002666

SENIOR PROPERTY & SALVAGE WORKER

Class No. 002667

■ CLASSIFICATION PURPOSE

To receive, store, and inventory a wide variety of materials, supplies, and equipment countywide for transfer, salvage and/or disposal; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class series are allocated only to the Department of Purchasing and Contracting. Incumbents perform inventory of surplus and recyclable property disposed through auction, donation, and competitive bid for sale, or by transfer or loan to various county departments including those transferred from other government or public agencies utilizing the counties redistribution services. The Property & Salvage Worker series differs from the Storekeeper/Stock Clerk series in that the former receives, stores, and performs inventories of a wide variety of materials, supplies, and equipment for salvage, transfer and/or disposal.

Property & Salvage Worker:

Under general supervision, this journey-level class receives, stores, and inventories supplies, materials, and equipment for salvage, transfer and/or disposal. Incumbent reviews and maintains inventory control records, transactions, and reports.

Senior Property & Salvage Worker:

Under direction, this senior-level class reports to the Property & Salvage Coordinator and is responsible for leading and/or performing the most complex duties in the Property & Salvage Section and provides lead direction to the Property & Salvage Worker. This class differs from the next-higher level, Property & Salvage Coordinator in that the latter is responsible for overseeing the operation and staff of the Property & Salvage Section and coordinates the transfer of surplus property by periodic transfer or auctions.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Property & Salvage Worker:

Essential Functions:

1. Receives and records items delivered to the Property & Salvage section.
2. Checks items for appropriate quality and quantity.
3. Operates a forklift or other material handling equipment to store, pull, move, and stage items.
4. Issues, packs, and places items on pallets.
5. Identifies and stages items for pick-up or delivery.
6. Performs physical inventory of all stored items and compiles data into the Property & Salvage automated system.
7. Ensures storage facilities are clean and orderly.
8. Determines the re-usability of items and recommends disposal action.
9. Monitors the status of items received and/or stored.
10. Maintains manual and powered material handling equipment and performs minor repairs on equipment.

11. Designs storage layout plans.
12. Operates computer terminal and other office equipment.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Property & Salvage Worker:

Essential Functions:

All the functions listed above and

1. Leads and maintains the operations of a Property & Salvage section or satellite facility.
2. Prepares monthly statistical reports.
3. Assists in planning and coordinating the auctioning of salvaged County property.
4. Answers inquiries from departmental representatives and the public on auction information and item specifications and usability.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Procedures and methods of receiving, storing, inventory, and disposing of materials, supplies, and equipment.
- Proper storage methods and requirements for a wide variety of items.
- Proper lifting and warehouse safety practices.
- Forklift and other materials handling equipment operation and maintenance.
- Automated and manual inventory control procedures, practices, and methods.
- Computer terminal and general office equipment operation.
- Hazardous material regulations.
- County customer service objectives and strategies.

Senior Property & Salvage Worker (in addition to the above):

- Principles and practices of supervision and training.

Skills and Abilities to:

The following apply to both classes:

- Lift heavy objects and perform manual physical work for prolonged periods of time.
- Correctly identify items according to description.
- Repair damaged items.
- Assemble/disassemble storage shelves.
- Read, understand, and follow oral and written instructions.
- Accurately count and record quality of items.
- Operate office equipment: computer terminal, typewriter, calculator, and photocopier.
- Review and maintain automated inventory control records and reports.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Property & Salvage Worker (in addition to the above):

- Maintain the operation of a Property & Salvage section or satellite facility.
- Plan, coordinate, and review the work of subordinate staff.
- Train subordinate staff.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

### Property & Salvage Worker:

1. Two (2) years of experience performing inventory control over a wide range of materials, supplies, and equipment in a centralized property or salvage operation for a large public or private agency.

### Senior Property & Salvage Worker:

1. Three (3) years of experience performing inventory control over a wide range of materials, supplies and equipment in a centralized property or salvage operation for a large public or private agency: OR
2. One (1) year of experience as a Property & Salvage Worker with the County of San Diego.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Essential functions require incumbents to use physical strength and agility on a continual basis, including frequent lifting of objects weighing up to 50 pounds, and occasionally weighing up to 70 pounds. Frequently stand and walk or crouch on narrow, slippery, and erratically moving surfaces; stoop, kneel, bend to pick up or move objects; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range. Maintain physical condition appropriate to operating assigned equipment and vehicle.

The appointing authority may require demonstration of satisfactory strength and agility through administration of performance test prior to appointment to this class. Incumbents undergo a thorough physical examination prior to appointment.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Possession of a valid Certified Forklift Operator's License within thirty-days after appointment.

### Certification/Registration

None Required.

### Working Conditions

Incumbents may be required to work overtime or during weekends during countywide public auctions. Incumbent will be required to move used and unclean property.

Some exposure to varying temperatures; exposure to dust and hazardous substances.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: November 11, 1988**

**Revised: April 11, 2003**

**Reviewed: Spring 2004**

**Revised: March 31, 2006**

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Property & Salvage Worker (Class No. 002666)  
Senior Property & Salvage Worker (Class No. 002667)

Union Code: AE  
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Variable Entry: Y  
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